

STAFF DEVELOPMENT COORDINATOR

DEFINITION:

Under general direction, to stimulate and develop in-service training programs within county departments; to coordinate training activities among departments and with outside agencies; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Staff Development Coordinator is a professional trainer class. This class performs educational technology research, evaluation, course design and coordination on a countywide basis. Staff Development Coordinator differs from other training in that it is responsible for providing leadership, training and technical assistance to other training professionals.

EXAMPLES OF DUTIES:

Provides professional advice and assistance to county departments' in-service training activities and programs; investigates and determines needs and develops training applications to solve operational problems; provides leadership, expertise and training to other county employees engaged in training activities; compiles data for writing manuals, handbooks and training materials; works with committees to develop training policies and procedures; determines course content, duration, instruction procedure, and obtains speakers and instructors from various sources; works with local schools, colleges and other agencies on training technology projects and/or cooperative efforts; participates in planning training courses; develops and obtains facilities and audio-visual aides to serve a wide variety of training applications; assembles training information and supervises the maintenance of central training records; arranges for special high school and college credits from some courses; advises supervisors and others on training developments or new technologies.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Adult educational and training theories and methodologies.
- Theoretical and research findings concerning the process of learning, behavior change and communication.
- Principles and theories of organization development and training technologies.
- Education/training course planning, design, implementation, coordination and evaluation methods.
- Principles of group dynamics.
- Principles of public speaking.
- Design and use of printed instructional material and audio-visual aides.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Design, coordinate and implement complex countywide in-service education programs.
- Research, evaluate and design instructional courses and materials for other training professionals and a wide variety of occupations.

- Develop a wide range of educational materials, including manuals, posters, audio-visual materials and instructor manuals.
- Provide group instruction and training to groups of trainers and/or county employees.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in education, instructional technology, psychology, or a related field, AND:

1. Two (2) years at the level of a Staff Development Specialist in the County of San Diego, OR,
2. Three (3) years of full time experience designing and delivering human resource management or technical in-service training in a moderate sized private or public sector organization; OR,
3. Three (3) years of experience in a supervisory or administrative capacity that involved the compilation and evaluation of data and analysis of training requirements for the preparation of training classes, handbooks, manuals and other training aids.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).